



04.01.011 AMHS Uniform Standards

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Version
2017.1

Prepared By
Operations Manager

 **Approved By**
General Manager

Purpose

To establish a system wide uniform policy for vessel and terminal employees.

Scope

AMHS Management, Vessel Masters, Terminal Managers, All Vessel Crew, All Terminal Staff

Policy

- I. All vessel and terminal employees will report to work in uniform, remain in uniform while in or viewed from public areas and stay in uniform until they leave the terminal. Uniforms should be clean, neat, not worn out, and not torn. There should be no visible undergarments, shoes tied, pants pulled up, and shirts tucked in. Any logo displayed on a uniform must be either an AMHS approved logo as sold by a contracted vendor or sold by an AMHS gift shop. Non AMHS, commercial or sports style logos are not allowed. Hats are to be worn so that the bill is centered over the front of the employees face. An approved union insignia may also be worn if permitted in the applicable bargaining unit agreement.
- II. Personal Appearance Standards:
 - a. For Deck and Engine department employees standard dress uniforms are to be clean and worn at all times while on duty or while in view of the public. Officers will be neat and hair must be trimmed and well groomed. Beards are not allowed and a mustache if worn must be groomed and trimmed in compliance with AMHS's Respiratory Protection Program¹. Hair longer than collar length must be worn up.
 - b. For all other employees; good grooming and utmost persona hygiene must be maintained at all times when on duty. Hair must be trimmed and well groomed.
 - c. For all employees: jewelry worn with uniforms will be of a conservative size and design. The display of facial body jewelry must reflect a traditional standard for trim and professional appearance to our customers and shall be limited to the display of not more than three earrings on each ear. No other facial body jewelry is permitted to be worn while on duty. Jewelry worn inside the mouth, in lips, nose or eyebrows is not permitted while on duty. Request for religious or cultural exception will require the employee to provide appropriate proof and/or certification in a form and manner determined by management^A.
- III. Deck Department Uniform Dress Code for Officers:
 - a. All licensed Deck Officers will be required to wear a standard navy blue uniform with regulation gold braid, regulation uniform cap with gold braid, and Alaska Marine Highway System insignia; white cap cover, black shoes, black hosiery, white shirt and black tie. No sandals, slippers, or open toe footwear will be allowed as part of the uniform. The uniform will be clean and neatly pressed at all time, along with a clean, white cap cover.
 - b. During inclement weather, Masters will wear either a regular navy blue topcoat or raincoat. Mates, while loading or unloading vessels during inclement weather, may wear a regular navy blue watch jacket or raincoat.

^A Management as used here refers to the General Manager, Operations Manager, Business Development Manager, Port Steward and Traffic Manager.

- c. At the discretion of the Master, a short sleeved white button down uniform shirt that accommodate shoulder boards with a regulation insignia can be worn in lieu of the navy blue uniform jacket. All other standards apply. Female officers may, at their option, substitute a knee-length uniform skirt with black nylons for black slacks, and white cotton tailored blouse that will accommodate shoulder boards for the uniform shirt.

IV. Deck Department Uniform Dress Code for Unlicensed Crew:

- a. All unlicensed Deck Crew will be required to wear a standard long sleeve dark blue shirt with a collar (i.e. not a t-shirt), dark blue trousers, navy blue jackets as required during various seasons, regulation blue baseball cap displaying the official Alaska Marine Highway insignia, and dark colored footwear without stripes or logos. No sandals, slippers, or open toe footwear will be allowed as part of the uniform. Crew neck shirts and hoodies are not acceptable. Patch pocket jean style pants are not acceptable.
- b. In addition to required safety gear, unlicensed deck personnel are authorized to wear a black watch cap, rain gear, and rubber boots, while outside or while working on deck.
- c. At the discretion of the Chief Mate, a short sleeved dark blue shirt with a collar can be worn in lieu of the long sleeved shirt. All other standards apply.

V. Engine Department Licensed Personnel Uniform Dress Code:

- a. All Licensed Engineering Officers will be required to wear of the following uniforms at all times. The Chief Engineer may at their discretion determine when each type of uniform is appropriate for wear on the vessel. Each uniform shall have the name of the engineering officer on the left breast.
 - i. Khaki or white dress shirt with khaki or black dress pants with appropriate gold braid and department insignia as per AMHS standard.
 - ii. White or Dark Blue coveralls.
 - iii. Blue collared work shirt and blue work pants (not jeans).
- b. Appropriate footwear shall consist of black shoes or boots. No sneakers, slippers, or open toed footwear.
- c. Appropriate headwear shall consist of a blue or black baseball cap with regulation AMHS logo.
- d. When on the vehicle deck or on the weather decks appropriate outer wear shall consist of dark blue or black watch jacket, black watch sweater, black work vest, or black raincoat. A black watch cap is allowed in place of the standard baseball cap. In inclement weather full raingear is permitted.
- e. Chief Engineers are to wear clean uniforms at all times while in public. Other engineering officers are to make every effort to have clean uniforms on while off watch and work and in public spaces. Coveralls, if worn, are to be as clean as practicable at the beginning of each watch or work period.
- f. Crew members are not to wear apparel displaying the logo or name of any other business while on duty or at any time they are wearing their prescribed uniform.

VI. Engine Department Unlicensed Personnel Uniform Dress Code:

- a. All Unlicensed Engineering Crew will be required to wear white or dark blue coveralls at all times while on duty. Each uniform shall have the name of the engineering crew member on left breast.
- b. Appropriate footwear shall consist of black shoes or boots. No sneakers, slippers, or open toed footwear.
- c. Appropriate headwear shall consist of a blue or black baseball cap with regulation AMHS logo.
- d. When on the vehicle deck or on the weather decks appropriate outer wear shall consist of dark blue or black watch jacket, black watch sweater, black work vest, or black raincoat. In inclement weather full raingear is permitted.
- e. Coveralls are to be as clean as practicable at the beginning of each watch or work period.

- f. Crew members are not to wear apparel displaying the logo or name of any other business while on duty or at any time they are wearing their prescribed uniform.

VII. Passenger Services Department Uniform Dress Code:

- a. It is the Alaska Marine Highway System's intent to ensure that all employees engaged in Passenger Services involving customers and vendors are aware of whom they are dealing with on behalf of the State of Alaska. To achieve this goal, employees assigned to passenger service functions will follow the uniform procedures below.
- b. AMHS will issue a uniform allowance for employees to use for purchase of approved uniform parts and sets from approved vendor(s). Uniforms are considered company property and, upon request, are to be returned in the event of termination.
- c. Uniforms are the responsibility of the employees for maintenance and care.
- d. Periodically, AMHS may issue new uniforms or require uniforms be returned for special purposes, i.e., logo change, corporate color change. In these cases, advance notice to employees will be provided to ensure that those engaged in customer and alliance activities have suitable replacements.
- e. General Guidelines:
 - i. Issued uniforms may not be altered.
 - ii. All shirts must be kept in good repair, clean and complete.
 - iii. Visible stains, holes, discoloration and non-approved patches, pins or markings are not acceptable.
- f. Shoes:
 - i. Solid black is the approved color.
 - ii. Shoes must have non-marking soles.
 - iii. Laced shoes must have black laces.
 - iv. Open-toed, open-heeled, clogs, plastic or rubber crocs, or boots are not approved as proper dress.
 - v. Referee style athletic shoes are acceptable. No logos or markings may be visible.
 - vi. Cooks may wear white shoes as outlined below.
- g. Socks:
 - i. Solid black is the approved color.
- h. Pants:
 - i. Solid black is the approved color.
 - ii. Slacks must be a blend fabric.
 - iii. 100% cotton fabrics tend to fade and are not approved.
 - iv. No tights, stirrup pants, yoga pants, athletic or exercise pants, jeans, denim pants or shorts may be worn.
- i. Belts and Suspenders:
 - i. Solid black is the approved color.
 - ii. Suspenders, other than black must be non-visible and worn under the uniform shirt.
- j. Top Undergarment:
 - i. Solid white undershirt, tank-top or t-shirts are approved, provided these garments have no visible logos.
 - ii. Appropriate undergarment must be worn by Pursers and Stewards.
 - iii. For females, an appropriate undergarment is defined as a white t-shirt or tank top, standard or sports bra, or any other appropriate non-transparent articles.
 - iv. T-shirts and tank tops should be cut no lower than a standard t-shirt.
 - v. Loose fitting or otherwise revealing undergarment is not approved.
 - vi. Undergarments must not hang out or be seen outside the waist band, sleeves or shirt front.

- vii. If a long-sleeve undergarment is worn, a long sleeve uniform must be worn over the top.
 - k. Hats:
 - i. Black or navy blue AMHS logo baseball hat or one of the styles of white AMHS logo hats available to purchase from the gift shop are approved for use while on duty.
 - ii. Hats worn on duty must face bill forward, centered over the nose.
 - iii. Absolutely no other hats can be worn, with the exception of a winter knit hat for outdoor drills or ramp duty.
 - iv. If a logo is applied to the type of hat, it must be the official logo.
 - v. Galley employees must wear a white AMHS logo hat, hair net, white paper cooks cap, or traditional high or low white chef hat.
 - l. Name Tag and ID Badge:
 - i. While on duty, name tags must be worn by all persons not wearing a monogrammed uniform shirt.
 - ii. Name tags must be visible and pinned to uniform on left chest area.
 - iii. ID Badge must be worn at all times by all employees either attached to the uniform at left chest area or worn on a lanyard around the neck.
 - m. Union Logo Pin
 - i. A union logo pin may be displayed on either the left or right lapel, or collar of the AMHS uniform, jacket, sweater, vest or shirt.
 - ii. It may not exceed one inch in diameter.

VIII. Chief Steward and PSWIC Uniform Dress Code:

- a. Semi Dress Uniform:
 - i. White shirt with gold insignia on epaulettes on shoulders.
 - ii. Name tag.
 - iii. Black dress slacks.
 - iv. Chief Steward's and PSWIC's insignia is gold crossed key and quill with three gold stripes.
 - v. Black pull-over, cardigan uniform sweater or vest is optional provide shoulder boards and name tag are visible.
 - vi. If a logo is applied to the sweater or vest, the logo must be the official AMHS logo.
- b. Dress Uniform:
 - i. Black uniform coat with gold insignia with three gold stripes on sleeves.
 - ii. Black dress slacks.
 - iii. White shirt to accommodate black tie.
 - iv. Name Tag.
 - v. Uniform hat.

IX. Chief Purser Uniform Dress Code:

- a. Semi Dress Uniform:
 - i. White shirt with gold insignia on epaulettes on shoulders.
 - ii. Name tag.
 - iii. Black dress slacks.
 - iv. Chief Purser's insignia is gold oak cluster with acorns with three gold stripes.
 - v. Black pull-over, cardigan uniform sweater or vest is optional provide shoulder boards and name tag are visible.
 - vi. If a logo is applied to the sweater or vest, the logo must be the official AMHS logo.
- b. Dress Uniform:
 - i. Black uniform coat with gold insignia with three gold stripes on sleeves.
 - ii. Black dress slacks.
 - iii. White shirt to accommodate black tie.

- iv. Name Tag.
 - v. Uniform hat.
- X. Second Steward Uniform Dress Code:
 - a. Semi Dress Uniform:
 - i. White shirt with gold insignia on epaulettes on shoulders.
 - ii. Name tag.
 - iii. Black dress slacks.
 - iv. Second Steward's insignia is gold crossed key and quill with two stripes.
 - v. Black pull-over, cardigan uniform sweater or vest is optional provide shoulder boards and name tag are visible.
 - vi. If a logo is applied to the sweater or vest, the logo must be the official AMHS logo.
 - b. Dress Uniform:
 - i. Black uniform coat with gold insignia with two gold stripes on sleeves.
 - ii. Black dress slacks.
 - iii. White shirt to accommodate black tie.
 - iv. Name Tag.
 - v. Uniform hat.
- XI. Senior Purser Uniform Dress Code:
 - a. Semi Dress Uniform:
 - i. White shirt with gold insignia on epaulettes on shoulders.
 - ii. Name tag.
 - iii. Black dress slacks.
 - iv. Senior Purser's insignia is gold oak cluster with acorns with two gold stripes.
 - v. Black pull-over, cardigan uniform sweater or vest is optional provide shoulder boards and name tag are visible.
 - vi. If a logo is applied to the sweater or vest, the logo must be the official AMHS logo.
 - b. Dress Uniform:
 - i. Black uniform coat with gold insignia with two gold stripes on sleeves.
 - ii. Black dress slacks.
 - iii. White shirt to accommodate black tie.
 - iv. Name Tag.
 - v. Uniform hat.
- XII. Storekeeper Uniform Dress Code:
 - a. Semi Dress Uniform:
 - i. White shirt with gold insignia on epaulettes on shoulders.
 - ii. Name tag.
 - iii. Black dress slacks.
 - iv. Storekeeper's insignia is gold crossed key and quill with one stripe.
 - v. Black pull-over, cardigan uniform sweater or vest is optional provide shoulder boards and name tag are visible.
 - vi. If a logo is applied to the sweater or vest, the logo must be the official AMHS logo.
 - b. Dress Uniform:
 - i. Black uniform coat with gold insignia with one gold stripe on sleeves.
 - ii. Black dress slacks.
 - iii. White shirt to accommodate black tie.
 - iv. Name Tag.
 - v. Uniform hat.
- XIII. Junior Purser Uniform Dress Code:
 - a. Semi Dress Uniform:
 - i. White shirt with gold insignia on epaulettes on shoulders.

- ii. Name tag.
- iii. Black dress slacks.
- iv. Junior Purser's insignia is gold oak cluster with acorns with one gold stripe.
- v. Black pull-over, cardigan uniform sweater or vest is optional provide shoulder boards and name tag are visible.
- vi. If a logo is applied to the sweater or vest, the logo must be the official AMHS logo.
- b. Dress Uniform:
 - i. Black uniform coat with gold insignia with one gold stripe on sleeves.
 - ii. Black dress slacks.
 - iii. White shirt to accommodate black tie.
 - iv. Name Tag.
 - v. Uniform hat.

XIV. Cooks Uniform Dress Code:

- a. General Guidelines:
 - i. White cook's coats (supplied).
 - 1. Cooks coats are to be checked out at the beginning of assignment and returned/checked back in at the end of the assignment, left unbuttoned and in the appropriate laundry bags.
 - ii. Trousers may be white, black or checked.
 - iii. White apron.
 - iv. White AMHS logo cooks' caps (hats).
 - v. Hair nets or the traditional high or low white chef hat are mandatory.
 - vi. AMHS will provide the white cooks' coat, which must be worn buttoned. The employee has the option of leaving the top button unbuttoned.
 - vii. Female employees may, at their option, substitute white knee-length skirts or white slacks cooks' trousers.
 - viii. Black or white shoes with matching laces.
 - ix. Name tag.
- b. Cooks coats are to be checked out at the beginning of assignment and returned/checked back in at the end of the assignment, left unbuttoned and in the appropriate laundry bags.

XV. All Stewards, Cashiers, Bartenders, Wait Staff and PSW's Uniforma Dress Code:

- a. General Guidelines:
 - i. Black dress slacks.
 - ii. Uniform top as provided by the State of Alaska must be worn.
 - iii. White undershirt or t-shirts may be worn under standard uniform shirt.
 - iv. Female stewards may, at their option, substitute knee-length black skirts with black nylons for black slacks.
 - v. Black shoes with black shoe laces.
 - vi. Black fleece, pull-over, cardigan uniform sweater or vest is available provided name tag is visible.
 - vii. If a logo is applied to the sweater or vest, the logo must be the official AMHS logo.
 - viii. A name tag is not required while wearing the monogrammed uniform shirt.
 - ix. Aprons may be worn by Stewards to protect the uniform only while performing duties that may cause the uniform to become excessively soiled. Black is the approved apron color. They are not to be worn all day, every day. Dining room wait staff may wear a black apron over their uniform shirt while waiting tables.
 - x. Uniform shirt may be worn tucked in or left out.
 - 1. Exception: Men's shirt with shirt tails must be worn tucked in. No other garments such as jackets, sweaters, vests or coats may be worn over the uniform shirts during normal working conditions.

- b. Uniform While Actively Working Stores:
 - i. Blue coveralls may be worn over the standard steward's uniform.
 - ii. Work type clothing such as Levis, Carhartt, sweat-shirts, t-shirts and gloves are permitted but are not to be worn in public areas.
- c. Alterations/Sizing:
 - i. Logo uniform tops and cooks coats MAY NOT be altered in any way. Uniform tops and cooks coats must be sized to adequately fit employee so as not to be too large or too small. Fit must be appropriate and look professional.
- d. Staff Officers:
 - i. Full dress or semi dress uniform must be worn at all times when in public areas. Staff Officers must stay in uniform ship to shore. Full dress or semi dress option is at the discretion of the Chief Purser or Chief Steward.
 - ii. Female Staff Officers may, at their option, substitute a knee-length uniform skirt with black nylons for black slacks, and white cotton tailored blouse that will accommodate shoulder boards for the uniform shirt. All female Pursers will wear appropriate undergarments as outlined above.
 - iii. Appropriate dress for inclement weather will be at the discretion of the Chief Purser.

XVI. Terminal Employee Uniform Dress Code:

- a. All Terminal employees will report to work in a complete, neat and tidy uniform, remain in uniform while in public areas and stay in uniform until leaving the Terminal property. The uniform may be worn when traveling to and from work. Agents should be reminded that while in the "public eye" the uniform is representative of AMHS.
- b. The Terminal Manager is responsible for compliance with this policy. Employees not in compliance with these uniform requirements may be subject to disciplinary action.
 - i. Uniform Tops: Only standardized uniform tops available through Lands' End customized AMHS website for Terminals are acceptable as prescribed apparel.
 - 1. Presentation:
 - a. Begins shift in a uniform top that is clean and in wrinkle free condition.
 - b. Uniform top is for use while on duty and going to and from duty station.
 - c. Do not wear uniform top while on time off.
 - d. Wear uniform top as manufactured and intended. Do not cut, alter or otherwise change garment.
 - e. Uniform top must be kept in good repair, all buttons attached, all rips/tears repaired and stain free.
 - f. The top button may be buttoned or unbuttoned.
 - ii. Pants, Shorts, Shoes, Boots and Socks: Shall each be of one solid color, without significantly contrasting logos or designs, and be appropriate for the weather. No tights or stirrup pants are allowed. Shorts must be within two inches above the knees or longer. Open-toe or open-heel shoes, clogs, and plastic or rubber crocs are not considered as proper dress.
 - iii. Belts and Suspenders: Belts shall be of one solid color. Suspenders, if worn, must be under the uniform shirt and, if visible, shall be of one solid color, without significantly contrasting logos or designs.
 - iv. Top Undergarment: Undershirts, tank-tops or t-shirts worn as undergarments are acceptable, provided these garments are of a solid color without visible logos or designs. Undergarments that are revealing are not acceptable. Undergarments are not to hang out or be seen at waist level or sleeve. If long-sleeve undergarment is worn, a long sleeve uniform must be worn over the top.

- v. Hats: Acceptable hats, if worn while on duty, are the black or navy blue AMHS logo baseball hat or one of the three styles of white AMHS logo hats which can be purchased from the gift shop. If a hat is worn, the bill of the hat must face forward, centered over the nose. Absolutely no other hats can be worn, with the exception of cold-weather hats when performing outdoor duties. If logo is significantly visible on a cold-weather hat, it must be the official AMHS logo.
- vi. ID badge: State Employee ID Badge (once obtained) must be worn at all times by all employees either attached to the uniform at left chest area or worn on a lanyard around the neck or armband.
- vii. Union Logo Pin: A union logo pin not exceed one inch in diameter may be displayed on either the left or right lapel or collar of the AMHS uniform, jacket, sweater, vest or shirt.
- viii. Over-Garments: Inclement weather and required Personal Protection Equipment over garments may be worn when working outside in inclement weather. Appropriate professional presentation will be determined at the discretion of the Terminal Manager.
- ix. Uniform Requirements by Position:
 - 1. Terminal Managers:
 - a. Uniform shirt with official AMHS logo and monogram that includes first name and "Manager".
 - 2. Ferry Terminal Agent II:
 - a. Uniform shirt with official AMHS logo and monogram that includes first name and "Assistant Manager".
 - 3. Ferry Terminal Agent I:
 - a. Uniform shirt with official AMHS logo and monogram that includes first name and "Terminal Agent".
- c. Vendor and Apparel Certificates:
 - i. Only prescribed options available through the AMHS selected vendor Lands' End are acceptable uniform tops.
 - ii. Certificates will be provided through Terminal Operations Management for initial purchase and for annual replacement thereafter.
 - iii. Certificates can be used to order shirts ONLY. If an employee orders recommended outerwear garments such as vests, jackets, sweaters or cardigans, the employee must provide a personal form of payment.
- d. Logo/Monogram:
 - i. Approved AMHS logo and monogram is required:
 - 1. Alaska Marine Highway, Manager
 - 2. Alaska Marine Highway, Assistant Manager
 - 3. Alaska Marine Highway, Terminal Agent
 - 4. and Employees first name. Only first name or a form of first name is allowed^B.
 - a. Nicknames are not allowed. If a nickname is ordered, vendor will contact management or adjust the order to match the name on employee's certificate.
 - ii. There is no choice of logo placement or thread color for the logo and monogram. It is determined by management and will be the same for all employees. Vendor will correct an order if employee accidentally chooses something other than the prescribed logo and monogram.
- e. Sizing:
 - i. Use the sizing chart provided by the vendor to determine correct size. Pay close attention to measurements and order accordingly.

^B EXAMPLE: If employee's name is Elizabeth, they may use Liz or Beth; if employee's name is Thomas, they may use Tom.

- ii. Employee must order a size that fits appropriately. Uniform tops that are too tight or too loose are not allowed. Fit must be appropriate and look professional.
- f. Other Uniform Requirements:
 - i. When a person permanently leaves employment with AMHS, they are required to promptly Return uniform tops to the Terminal Manager. Uniform tops should not be sold or given away.

Responsibilities

1. AMHS Management:
 - a. Makes determination on appropriate proof and/or certification required to allow an exception to parts of the Uniform Standards to an employee based on religious or cultural reasons.
2. Vessel Masters, Terminal Managers:
 - a. Ensures uniform policy is being followed by all employees under their charge.
3. All Vessel Crew, All Terminal Staff:
 - a. Follows uniform policy as prescribed for each specific position.

Forms

None

Revision History

Supersedes CSP&P 23-3

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References

¹ AMHS Respiratory Protection Program